

CNIC HQ **MILITARY RESERVIST (60 days or less)** CHECK-OUT

MILITARY RESERVIST CHECK-OUT REQUIREMENTS

(NOTE: If you are on orders greater than 60 days, you must complete regular Military Personnel check-out. Obtain the proper check-out sheet from the HQ public website, HQ Gateway 2.0, or your N Code EA)

PLEASE RETURN THE COMPLETED CHECK SHEET TO THE HQ CHECK-IN/OUT COORDINATOR

Name:		Supervisor name:	Supervisor phone:	
Grade/rank:		Work e-mail:	Work phone:	
Building/room/cubicle:		Departing N Code:	(202) 433 Phone Numbers = DSN 288 (202) 685 Phone Numbers = DSN 325	
Start date:		End date:		
	<i>Requirement</i>	<i>Your Action</i>	<i>Check-In Action Office/POC</i>	<i>Initial//Date</i>
1	Notification to N Code of Departure	Provide departure date & other relevant information to your N Code EA		
2	Stamping of Military Orders	Bring your orders to HQ MILPERS Representative for stamping	N00C MILPERS Representative WNY, Building 111, Suite 101, Cubicle #290, (202) 433-4281	
3	Navy Family Accountability & Assessment System (NFAAS) Update	<p>All Navy military personnel are required to update personal & family member emergency contact information in NFAAS</p> <p>Access https://navyfamily.navy.mil to update info</p> <p>Contact the NFAAS office for assistance if required</p> <p><i>Note: NFAAS is located in a secure building; if you plan to visit, call ahead for escort</i></p>	NFAAS Office WNY, Building 196, Room 101 (202) 433-9360	
4	IT Equipment Return	<p>If you have a desktop computer, call N6 IT to report equipment asset number & your departure date</p> <p>You MUST RETURN your laptop & all peripheral IT equipment (cell phone, BlackBerry, air card, etc.) to N6 IT & sign the <i>Custody Receipt for Information Technology Property</i> form confirming equipment return</p>	N6 IT Team WNY, Building 111, Room 194 (202) 433-3597 (desktop) (202) 433-6896 (cell phone, etc.) (202) 433-3987 (laptops in JBAB Building 168) (202) 433-3597 (WNY laptops)	
5	TWMS Accountability Database	Ensure that your N Code EA removes your personal information from TWMS	N Code EA	
6	NMCI E-Mail Account / Global Address Listing	<p>Call CNIC Support Center to deactivate NMCI e-mail account & remove your name from the global directory</p> <p><i>Note: Be aware that the Support Center will complete its actions promptly after your call</i></p>	CNIC Support Center Pensacola, FL (888) CNI-4ALL (888-264-4255) DSN: 942-6597	
7	Desk Phone Voice Mail Account	<p>Deactivate your desk telephone voice mail account so CNIC is not charged a voice mail reset fee for the next user of that phone</p> <p>First: Dial (202) 433-8222, enter your password, & follow directions for changing password</p> <p>Second: When prompted to enter a new password, enter REGION (i.e., 734466)</p>		
8	Operations Support Officer (OSO)	Check out with the CNIC HQ OSO	OSO JBAB, Bldg 168, 3rd Floor, Cub. #324-20	
9	Building, Room, &/or Desk Keys	Return all keys: hand in building & room keys (if any) to N Code EA; place desk keys in top drawer of desk	N Code EA	
10	HQ Security Requirements	<p>First: Print out & complete <i>Security Termination Statement</i> (OPNAV Form 5511 14), sign, & submit to HQ Security</p> <p>Second: Return security badges as required</p>	HQ Security Office WNY, Building 46 (202) 433-9688, Room 100 (202) 433-9687, Cub. #13	
	Over-60-Day Reservist Check-Out Complete	Return this completed check sheet to the HQ Check-In/Out Coordinator	N00C HQ Check-In/Out Coord. WNY, Bldg 111, Ste 101, Cub. #258; (202) 433-0832	